



United States
Department of
Agriculture

Rural
Housing
Service

Oregon AN No. 1200(1980)

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March 13, 2001

SUBJECT: Guaranteed Rural Housing (GRH) Program
Documentation of Household Income

TO: Rural Development Managers
Rural Development
Oregon

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide a uniform documentation source to record program eligible income for the GRH Program.

COMPARISON WITH PREVIOUS AN:

This AN replaces Oregon AN No. 1147(1980-D) which expired 3/31/00.

IMPLEMENTATION RESPONSIBILITIES:

Adjusted income is the basis for determining eligibility for a loan guarantee. Annual income is the base for computing the adjusted income. Annual income is comprised of all sources of household income, regardless if the household member is a party to the note.

The attached "Household Income Computation Worksheet" can be used to record the source of income, the amount utilized to determine annual income, the deductions considered and through calculation - the adjusted household income. The calculation of adjusted income is an important element in determining eligibility for the GRH loan product.

Area offices are to confirm an income calculation summary confirming program eligible income, prepared by the lender, is present with all loan guarantee requests.

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Proceeding RD Instruction 1980-D

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Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, DC 20250

By utilizing the attachment, lenders can satisfy requirements in regards to documentation of program eligible income set forth in RD Instruction 1980-D.

If you have any questions regarding this Administrative Notice (AN), please feel free to contact Single Family Housing at (503) 414-3335.

LYNN SCHOESSLER
State Director

Attachment